

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: ADMINISTRATIVE SUPPORT**

**CLASSIFICATION: CLASSIFIED**

**JOB TITLE: FAMILY SERVICES DIVISION MANAGER**

### **BASIC FUNCTION:**

Under the direction of the Director of Children's Services or designee and in coordination with the Education Division Manager and the Fiscal Analyst, the Family Services Division Manager is responsible for implementing and monitoring the programs of the department, as required in Funding Terms and Conditions of State programs and Program Performance Standards of Federal programs.

### **REPRESENTATIVE DUTIES:**

Provide leadership and collaboration within the organization to implement strategies and initiatives that cultivate and maintain quality child care and development programs. **E**

Understand and apply best practices associated with subsidized programming and related contracts. **E**

Oversee and effectively manage all assigned programs, including but not limited to, alternative payment program, center-based, family child-care, and Resource and Referral programs. **E**

Oversee and monitor budgets for assigned program allocations that include projected earnings, expenditures, and reimbursement process. **E**

Oversee the enrollment and eligibility of subsidized contracts and ensure correct calculations and payments occur according to funding terms and conditions. **E**

Assume responsibility for the oversight of enrollment, recruitment, selection, eligibility, and the maintenance of tracking positive attendance. **E**

Design, ensure implementation of, and follow and outreach and recruitment plan that meets the current and projected dynamics of the community. **E**

Support the Foster Child Care Bridge Program according to program requirements. **E**

Develop and monitor effective and ongoing outreach and recruitment activities that promote positive enrollment and attendance. **E**

Oversee the Centralized Eligibility List and other databases utilized for program services. **E**

Provide ongoing trainings related to monitoring for compliance, enrollment systems, policies, and procedures. **E**

Oversee the monitoring of eligibility file audits for required documentation as required for compliance, and provide staff assistance in maintaining complete files for quality assurance. **E**

Analyze, plan, and implement systems for continued quality improvement to meet program requirements. **E**

Develop and revise Guidance and Procedures documents and forms as needed. **E**

Analyze and ensure the accuracy of the review and approval process of all applications with regard to reported income, eligibility, and recommended timelines. **E**

Develop and implement professional development plans that support child care providers, the field of early education, and division staff. **E**

Monitor monthly trainings and participant attendance and follow-up. **E**

Implement and monitor Performance Standards and Funding Terms and Conditions. **E**

Maintain a leadership role during compliance reviews, annual Self-Assessment, and Community Assessment, ensuring that compliance is maintained. **E**

Ensure all child development contracts remain in current status for continued funding. **E**

Oversee Resource and Referral and ensure updated resources are available and maintained for Family Child Care and Early Education programs. **E**

Oversee the nutrition standards and reimbursement process for the Child and Adult Care Food Program. **E**

Complete monthly reports and submit monthly, or as required. **E**

Maintain contact and current knowledge of resources in the community and participate on appropriate councils and committees. **E**

Read, interpret, apply and explain rules, regulations, policies and procedures. **E**

Develop, review and revise program plans and assist with grant writing. **E**

Participate in Leadership Team meetings and other required staff meetings. **E**

Promote positive team building and universal services to families and children. **E**

Plan, coordinate, and implement a variety of ongoing diverse staff meetings, trainings, and opportunities for professional development and growth. **E**

Train, supervise, monitor, and evaluate the performance of designated staff in division. **E**

Develop and implement procedural training plans for division staff and provide ongoing trainings. **E**

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Maintain contact with and current knowledge of community resources. **E**

Promote public relations and the development of community relationships. **E**

Collaborate and effectively communicate with parents, staff and community members. **E**

Maintain confidentiality. **E**

Operate office equipment including computer terminal, calculator and copier. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Budget development, grant writing and program monitoring

Adult learning styles, skills and techniques of teaching adults

Basic interview practices

Child care and child development and related services, successful operation of family child care business and practices

Components and processes related to subsidized programs

Principles and practices of supervision and training

Correct English usage, grammar, spelling, punctuation and vocabulary

Laws, rules and regulations related to assigned activities

Standard office practices and procedures including record-keeping, report writing, filing, and organizing information and materials

Computer hardware and software in order to perform word processing, information retrieval and maintenance of statistics

Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

Effectively communicate with staff and family childcare home providers to carry out program requirements

Oversee the activities of the designated area and assure effective program operations

Interpret, apply, and explain rules, regulations and policies

Organize workload and handle multiple tasks at one time

Work with adults to carry out program requirements

Supervise and evaluate the performance of assigned personnel

Establish and maintain effective working relationships with those contacted in the course of work

Prepare reports, correspondence, and other written materials related to recruitment and training with child care providers

Work a varied schedule, including evenings, weekends, and early mornings

Communicate effectively both orally and in writing

Lift and carry objects weighing up to 40 pounds

See and hear within normal guidelines, with or without correction  
Be physically mobile to make site visits and enter a variety of structures  
Maintain confidentiality of personnel, student and family issues  
Operate a variety of office equipment to perform assigned duties  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Bachelor's degree with 24 Early Childhood Education /Child Development units, or closely related field; **or** Bachelor's degree and five (5) years' experience with child development programs and/or family child care homes

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, current insurance, and access to a vehicle for work  
Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor  
Constant interruptions

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer and standard office equipment  
Sitting or standing for extended periods of time  
Reaching overhead, above the shoulders and horizontally to retrieve or file materials  
Bending at waist, kneeling and squatting to retrieve and file materials  
Hearing and speaking to exchange information on the telephone or in person  
Seeing to review, distribute and type materials  
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds  
Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 231

**Approval Date:** June 2022